

**THE AMERICAN LEGION DEPARTMENT OF MICHIGAN
BASEBALL COMMITTEE
RULES OF PROCEDURE**

Authorization:

This committee was authorized in its present form at the Department Executive Committee meeting, June 20, 2009, although the Committee had been established at an earlier date.

Membership:

Subject to the Department Commander's discretion, and with the approval of the Department Executive Committee, the Baseball Committee of the Department of Michigan will normally consist of five (5) regular members with vote, and one alternate member, without vote, unless serving in the absence of a regular member. One of the regular members will serve as Chairman of the Baseball Committee and one regular member from each of the five zones shall be known as a Zone Chairman.

"The term of office of all regular members of Department Committees shall be staggered so that the term of one-half of the committee shall expire at the close of the State Baseball Tournament each year. The new Department Baseball Committee then becomes effective. Appointments, except when a shorter term shall be necessary to comply with this provision, shall be for a term of two (2) years each." (Article Five (V) Section Four (a) American Legion Department of Michigan Constitution and By-Laws, Revised, July 20, 1975)

"All committee members shall be appointed and may be removed for cause by the Department Commander with the approval of the Department Executive Committee. The Department Commander shall name the Chairman of each committee to serve until the close of all baseball tournaments (State and National).

No Legionnaire may be appointed to serve on more than one regular standing appointive Department Committee at any one time." (Article Five (V) Section Four (b) American Legion, Department of Michigan Constitution and By-Laws, Revised, July 20, 1975)

The Department Commander shall appoint all regular and alternate American Legion members of the committee that originate in the Commander's term; the Commander shall fill all vacancies in the committee that occur during his term.

"Alternate members will be appointed to serve a one year term and will be designated as first and second alternate." (American Legion Department Executive Action, April 20, 1974, Page 53)

At the first meeting of the new term, the Baseball Committee will elect one of its members to serve as Vice Chairman and one to serve as Secretary during that term of office. The Vice Chairman shall assume all duties of the Chairman in that person's absence.

BASEBALL COMMITTEE – RULES OF PROCEDURE – CONT.:

Purpose:

The purpose of the Baseball Committee is to operate and control The American Legion Baseball program in such a manner as to reflect credit on The American Legion, Department of Michigan, and to set rules of play, in accordance with national rules, which will allow an orderly operation of the program in the Department.

Meetings:

"All meetings requesting travel expenses from Department funds, or any funds subject to Department control, or raised for any Department program shall be upon the call of the Department Commander to qualify for receipt of said funds in manner and form as provided by the Department Executive Committee and within the limitation as set up by the Finance Committee." *(DEC, October 12, 1957)*

The Chairman, with the Baseball Committee, shall check contracts of certified teams at the prescribed time at the Department Headquarters with the help of available mentors of the committee. The Chairman shall be allowed mileage, hotel room and meals while at Department Headquarters checking contracts. This expense shall be paid from the Baseball budget.

The Chairman shall visit District and Zone meetings of The American Legion to promote the program of American Legion Baseball. He shall obtain permission of the Department Commander prior to attending meetings in order to be reimbursed for expense incurred on the trip. This excludes expenses in attending Fall Leadership Conference, Spring Meeting, Department Convention and checking contracts at Department Headquarters.

BASEBALL COMMITTEE – RULES OF PROCEDURE – CONT.:

Meetings - continued:

Meeting Schedule:	Member	Chairman
Fall Leadership Conference	One day	Three days
Winter Meeting	One day	Two days
Department Convention	None	One day

Special Meetings:

Necessary special meetings may be held at Department Headquarters, via telephone conference, or internet conference capability (provided all members can hear each member during proceedings), with no mileage nor per diem authorized. Lunch may be provided by committee funds with prior approval of the Department Commander.

BASEBALL COMMITTEE – RULES OF PROCEDURE – CONT.:

Per diem and/or mileage:

Per diem and/or mileage, if any, and only upon the authority of the Department Commander, shall be in accordance with current published Department policy as recommended by the Department Finance Committee and approved by the Department Executive Committee.

Minutes:

Written minutes of each meeting shall be recorded by the Secretary and shall constitute the Chairman's report to the Department Executive Committee or the delegates to the Department Convention and will be included in the next official proceeding of the meeting, conference or convention thereby being made a permanent record for retention at the Department office. Minutes of any special meetings, adoption of motions or resolutions approved at any time occurring between Department Meetings, conferences or conventions shall be incorporated into the next official proceedings. Recommendations and/or resolutions must be presented in proper form to the Department Executive Committee or delegates at the Department Convention.

Vote:

The committee may transact business by mail, e-mail, or other technical votes provided all members see/hear all votes made. If an e-mail vote is implemented, each response must be forwarded to all members of the Committee. If standard mail, the voting shall be considered closed at the end of seven (7) business days provided a majority of members of the committee have returned to the Chairman their votes by that time, or it shall be considered closed at anytime prior thereto and when all the members have returned their votes. Other technical votes include a telephone conference or web conference provided each member can see and/or hear each other members votes. In the event one-third (1/3) members of the committee objects in writing, the matter shall not be decided and will be considered as the first order of business at the next regular meeting or special meeting and the Chairman shall notify the committee of the action taken. *(Rev. 3.12.17)*

Chairman:

The Chairman, with the Baseball Committee, shall accumulate all information pertinent to the program and shall disseminate the information to all Post Baseball Chairmen in the Department by means of bulletins and in the Michigan Legionnaire.

The Chairman, with the Baseball Committee, shall establish Department rules necessary to conduct the program equitably and efficiently; they will also establish whatever rules are necessary for operation of the zone program in Michigan.

The Chairman, with the Baseball Committee, shall determine mileage and/or expenses allowed for Zone Champions who attend and play in the Department Tournament.

BASEBALL COMMITTEE – RULES OF PROCEDURE – CONT.:

Chairman - continued:

The Chairman, with the Baseball Committee, shall act on any request from posts or districts wishing to host the Department Baseball Tournament for the current year. They shall make preliminary arrangements for the next Department Baseball Tournament.

The Chairman, with the Baseball Committee, shall be in charge of the Department Tournament. All committee members who are able to attend will assist the Chairman to administer the affairs of the Tournament in an efficient and orderly manner. Hotel rooms and meals for the Committee shall be paid out of the Baseball budget.

The Chairman, with the Baseball Committee, shall set up a financial budget for the ensuing year to be presented to the Finance Committee for approval at the annual budget meeting.

An Annual Report shall be written and submitted to the Editor by May 1st of each year.

Procedure:

Parliamentary procedure used to conduct meetings of this committee shall be governed by the Department of Michigan, The American Legion, Constitution and By-Laws. All questions not covered by the Department of Michigan Constitution and By-Laws will be governed by "Roberts Rules of Orders Newly Revised."

Quorum:

A quorum shall exist at any meeting of the Baseball Committee when a majority thereof shall be present, or shall have replied to mail polling. At no time shall lack of quorum prevent those present from proceeding with the program, but where there is not a quorum no vote shall be taken.

Amendments:

These procedures may be amended, in content but not in format, by a majority of the members of the Committee; submitted to the Internal Affairs Committee for review and recommendation; and approved by the Department Executive Committee.

Approved: DEC July 29, 1978

Amended: DEC July 19, 1984, October 25, 1999, September 25, 2003, July 8, 2006, June 20, 2009, September 19, 2009, September, 2010, February, 2013, March, 2017